

Step-by-Step Instructions for Completing the Report

For Childcare, Preschool, Pre-K and Head Start

Complete 108B forms first, then use this form to report total numbers.

RECORD information for children born 4-1-05 or later in the 0 to 17 month old column.  
RECORD information for children born 10-1-01 to 3-31-05 in the 17 to 60 month old column.

NOTE: Record COMVAX under BOTH HepB and Hib. PEDIARIX is a combination of DTaP/Hep B/Polio. Record each dose in the DTaP, Hep B and Polio areas. TETRAMUNE and ACTHIB are DTaP/Hib combinations. Record each dose in BOTH the DTaP and Hib areas.

1. ATTENDANCE = the number of children born on or after 10-1-2001 enrolled at time form is completed.

4. OPV/IPV: Count the # of children with 3 or more, 2, 1 and 0 doses. COUNT EACH CHILD ONLY ONCE. TOTAL should = attendance.

2. IMMUNIZATION RECORDS ON FILE = The number of records including signed exemption forms.

5. MMR: Count the # of children with 2, 1 and 0 doses. COUNT EACH CHILD ONLY ONCE. TOTAL should = attendance.

3. DTaP/DT/DTP: Count the number of children in each age group who have 4 or more doses, then count the number with 3 doses, 2 doses and 1 dose. Count children with no record or no doses as 0. COUNT EACH CHILD ONCE. TOTAL should = attendance.

6. HIB: Count the # of children with 4, 3, 2, 1 and 0 doses. COUNT EACH CHILD ONLY ONCE. TOTAL should = attendance number.

EXAMPLE:

There are 8 children 0-17 months in attendance. They were born on or after 4-1-05. 3 of them have 4 DTaP; 2 of them have 3 DTaP; and 3 of them have 2 DTaP. 3 + 2 + 3 = 8 children attending.

There are 20 children 18 to 60 months in attendance. They were born between 10-1-01 and 3-31-05. 18 of them have 4 DTaP; 2 of them have no record of any DTaP. 18 + 2 = 20 children attending.

	0-17 months	Official Use Only		18-60 months
3. DTaP/DTP/DT 4+ (doses)	3			18
3	2			
2	3			
1				
0				2
TOTAL (EQUALS ATTENDANCE)	8			20

7. TOTAL: Count the # of children who have ALL of these: 4+ DTaP, 3+ Polio & 1 MMR in the "YES" column. Count those missing 1 or more doses under "NO".

8. Hep A: Count the # of children with 2, 1 and 0 doses. COUNT EACH CHILD ONLY ONCE. TOTAL should = attendance.

9. Hep B: Count the # of children with 3, 2, 1 and 0 doses. COUNT EACH CHILD ONLY ONCE. TOTAL should = attendance.

10. VARICELLA: Count the number of children with 1 dose, the number with a history of chicken pox disease, and the number with no history of chicken pox disease and no varicella vaccine doses. COUNT EACH CHILD ONLY ONCE. TOTAL should = attendance.

11. Record the # of children with a religious exemption.

12. Record the # of children with a medical exemption.

13. Record the # of children with a copy of laboratory evidence of immunity on file.

A completed exemption form, signed by the parent or guardian, must be on file for each child who is exempt for any reason and must be signed by the child's health care provider if the exemption is for medical reasons or laboratory evidence of immunity.

Mail by November 15<sup>th</sup> to:

Arizona Immunization Program  
Office, Assessment Unit  
150 N. 18<sup>th</sup> Ave., Suite 120  
Phoenix, AZ 85007-3233